Summary of Shop Safety Meeting of May 3, 2011 in Jefferson 250
Proposals to be presented to shop committee for discussion

1. Hair
   a. It is proposed that hair be arranged in such a way that no hair falls forward when one’s head is tipped toward the floor and shaken vigorously. It is worth noting that some ponytails can fall forward, and that tendrils or wisps of hair may fall forward even if most of the hair is constrained. The shop now provides a variety of hair management products. If desired particular hats or caps will also be provided if requested by a user.

2. Clothing
   a. Loose or ill fitting clothing can present a hazard. The “lab coats” now offered in the shop are not well suited to small people. We propose offering several alternatives: 1. shop aprons 2. scrubs with no sleeves 3. sweatshirts. People are also free to use their own personal clothes that fit appropriately. If desired particular appropriate clothing will also be provided if requested by a user.

3. Checklists to be posted at appropriate locations in the shop and maintained as quizzes on a shop computer
   a. General Shop Use
      i. A checklist on general best practices will be posted at the entry of the shop
      ii. It is SUGGESTED that anyone who has not used the shop in the last six months successfully complete the checklist quiz for general shop use
   b. Machine Specific
      i. Checklists will be posted on or near each machine
      ii. It is SUGGESTED that anyone who has not used a machine in the last six months successfully complete the checklist quiz for that specific machine before using the machine
   c. For buddies who are not shop certified.
      i. It is REQUIRED that any buddy who is not shop certified AND has not served as a buddy within the last 30 days successfully complete the checklist quiz for being a non-certified buddy

4. Checklist and sign-in/sign-out computer
   a. A computer in the shop will provide check box versions of all of the checklists so that checklists can be successfully completed at any time, including after hours. Completion of checklists can be verified.
   b. A computer in the shop will provide a spreadsheet for signing in and out to determine when the 10 hour/ six months requirement has been met.

5. Study Location
   a. Desks with one or more computers will be located in the shop near a “power off” switch.

6. Extended Shop Coverage
   a. Students should be hired to “cover” the shop from 2 PM to 10 PM every day. If the monitor is present and Stan is absent, any certified non-undergraduate can use the shop. Uncertified people cannot.
7. **New Shop Use Policy**: Only **AUTHORIZED** users accompanied by an **APPROPRIATE** buddy may use the power equipment or torches in the shop **AFTER HOURS**. The buddy **MUST BE PHYSICALLY PRESENT** in the shop at all times.

   a. **Authorized User**:
      i. Undergraduates are never permitted to use the shop when Stan is not present
      ii. Any non-undergraduate who meets **ALL** of the following requirements may use the shop after hours
         1. Has red or green certification (red users see section b ii below)
         2. During the last 6 months, the person has used the shop for at least 10 hours that were not part of the shop certification process. Use is documented by after hours logs and/or by **VOLUNTARILY** signing in and out while Stan or a shop monitor is present.
         3. Has not been cautioned by Stan not to use the shop after hours
      iii. Certified users who have used the shop for less than 10 hours during the last six months must contact Stan **BEFORE** any after hours use.

   b. **Appropriate Buddy depends on user certification**:
      i. If the user is green certified then the buddy may be any able bodied adult
      ii. If the user is red certified the buddy must be green certified.

   c. **After Hours**
      i. Any time when Stan or the monitor is not present, with access being provided to authorized users 24 hours a day, 7 days a week, 365.25 days a year.

**Other Notes**

The lock mechanism on the shop door should be reconsidered to make sure that appropriate access is available for non-certified buddies at all times and for anyone in case of an emergency.

It was suggested that the opinions of shop users be sought as a part of the process to establish appropriate annual certification processes for shop users.

Though shop use between the hours of 1 AM and 6 AM constitutes only 1% of the swipes into the shop, it was suggested that closing the shop during these hours was unacceptable.

A protest was voiced that the requirement that a buddy be present in the shop is unenforceable and will trigger non-compliance. For example, it was suggested that if both buddies are working in the shop and one buddy wishes to leave “temporarily” that the other buddy will not be willing to stop working, resulting in inevitable non-compliance. It was also suggested that this inevitable non-compliance would result in a general erosion of respect for shop rules, and ultimately a decrease in overall shop safety.

Policy is by Harvard administration, so all of the results summarized in this document represent the sentiments of the Physics Department, not the new policy.